

Request For Quotation/ Invitation To Bid Issued by State of Indiana OPEN

Vendor 9999999999
Remit to: PUBLIC NOTICE TO VENDORS
STATE OF INDIANA
DEPARTMENT OF ADMINISTRATION IN

Name&Address of Vendor: 9999999999
PUBLIC NOTICE TO VENDORS
STATE OF INDIANA
DEPARTMENT OF ADMINISTRATION IN

| | | | |
|---|---------------------------|------------------------------------|-----------------------|
| RFQ/ITB ASA-11-021 | Date 03/15/2011 | Delivery Date 06/01/2011 | Page 1 of 2 |
| Fund/Object/Center: | | | |
| Dept Number: | | | |
| Project Number: | | | |
| Requisition No: | | | |
| Buyer: TDEATON | | | |
| Reporting Code: | | | |
| Federal ID: | | | |
| Agency Number: 00061 | | | |
| Facility: PEN-Miami Correctional Fac | | | |

Ship To: Miami Correctional Facility
Pen Products
3063 W COUNTY ROAD 800 S
BUNKER HILL IN 46914

Please Follow Instructions Included in Solicitation Package
Must be returned by(time and date): **04/08/2011 15:00:00**
Request Information from Buyer listed in Box in Upper Right Corner

****NOTICE:** All prices are assumed valid for ninety (90) days from Quotation opening date unless otherwise noted.

| Line | Quantity | UOM | Item No/Description | (FOB Destination) | Unit Price | Extended Amt |
|------|----------|-----|---------------------|-------------------|------------|--------------|
|------|----------|-----|---------------------|-------------------|------------|--------------|

This is a request to establish a Quantity Purchase Agreement for Broadcloth for Pen Products to begin June 1, 2011 or from date of last State signature, whichever is later, and end May 31, 2012 or one year after the State's last signature, whichever is later. QPA can be mutually renewed yearly for three additional years under the same terms and conditions. Renewals subject to the approval of the Department of Administration and the State Budget Agency. Total term of this agreement including all renewals, shall not exceed four years.

Supply the name and phone number of the contact for placing orders:

Name: _____
Phone No: _____ Fax: _____
E-mail Address: _____

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates, could be more or less AND COULD BE SHIPPED TO ANY STATE AGENCY WITHIN THE STATE OF INDIANA. PLEASE BID ACCORDINGLY.

The State of Indiana has implemented an Electronic Procurement (E-Procurement) system which is an internet based system allowing State of Indiana agencies to place electronic orders with vendors through electronic catalogs resulting from a conventional procurement method.

As a part of making this system operational, the information that is being requested on each line item is a requirement, not an option. Failure to complete/supply the requested information when you submit your offer/bid could result in your offer/bid being found non-responsive.

The manufacture name and manufacturer part # is where you identify the manufacturer and part number of the product you are offering/bidding.

The M/WBE requirement is asking you to indentify if that participular line item is supplied by Minority or Women Owned firm. The values to use are as follows:

Minority = M
Women = W
No = N

The awarded vendor must maintain, at a minimum the information listed below in excel format and supplied to the State within one week of the request.

The report must include purchases from State Agencies and any Political Subdivision's purchases.

- * Entity Name
- * Entity Address
- * Date of Order
- * Purchase Order Number
- * Description of Goods Ordered
- * Quantity
- * Order Total

Liquidating Damages:

Failure to deliver products on the agreed upon due date will result in a \$.002 per yard deduction, for each full day late, as liquidating damages from the bid price (example: the scheduled delivery date is 06/04/04 and the actual delivery date is 06/06/04; the deduction would be \$.004 per yard from the bid price). The deduction for liquidating damages will not be made if the State agrees in writing to the vendor (can be e-mail or fax) that the delay is for a legitimate reason. The decision of the State is final. All deliveries must be approved by PEN Products.

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As required by IC 4-13-2-14.8:

Notwithstanding any other law, rule, or custom, a person or company whom has a contract with the State or submits invoices to the state for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the state to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credit.

ATTENTION - New requirements. Prior to award of this solicitation your business must register as a bidder at www.buyindiana.in.gov. Just click on "Register your Business to do business with the State" Please be sure to complete the Buy Indiana certification page. It is preferred that businesses register immediately so that delay of solicitation award would not occur. This registration is maintained by you and you may update your information at any time. It remains in the database and covers all solicitation responses you submit to any state agency. It is very important that it be kept current. If you do not have access to a computer, you may call 317-234-0234 for assistance with your registration.

All companies desiring to do business with state agencies must complete an "Indiana Economic Impact" form. The form asks for, among other information:

- The amount of the contract that is being allocated for payroll and benefits to Indiana residents
- The amount that is being awarded to Indiana subcontractors and suppliers
- The amount that is being subcontracted to Indiana certified minority and women owned businesses

The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

Vendor must complete their bid in the attached Excel file and submit this file to the State. When submitting the Excel file with their bid prices, the vendor must send one (1) electronic copy on CD and one (1) hard copy.

| | | | |
|---|------------|-----|--|
| 1 | 100,000.00 | YRD | 000000000100010363 Broadcloth,Woven,Bleached White,200-250yd Rolls,Continuous Length,Final Piece 20 yard minimum. Carboard Tube in Center (Fabric Spreader Standard). Individually wrapped in sealed poly bags, minimum .006"mil thickness |
|---|------------|-----|--|

Manufacture Name _____
Manufacture Part # _____
M/WBE _____

The following UN/CEFACT Unit of Measure
Common Codes are used in this document:
YRD Yards

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|---|---|-------------------------------------|--------------------------------|
| To be valid, all Quotations/Bids must be Signed manually. The State of Indiana reserves the right to accept or reject whole or any part of, the foregoing Quotation/Bid. | Representative Signature certifies no quotation/bid on this request has been submitted by officers, representatives or an affiliate of this firm under another name. | | When can you ship? |
| | Please correct above Address | Typed Name of Representative | Telephone Number () |
| | | Title of Representative | Date of Quotation |